



EUROPEAN COMMISSION

Secretariat-General

Directorate B - Institutional and Administrative Policies
The Director

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Brussels

Ms Wiesje van Nunen
Access Info Europe
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SPAIN

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**Subject: Your application for access to documents –
Reference GestDem No 2016/6403**

Dear Ms van Nunen,

We refer to your e-mail dated 07/11/2016 in which you make a request for access to documents, registered under the above-mentioned reference number.

You request access to:

- any form of guidance, guidelines or legal provisions on the criteria for record creation within the European Commission with particular interest in documents that refer to the creation of:
- agendas (diaries of public officials' engagements), lists of meetings, minutes of meetings, lists of participants in meetings, and documents justifying decisions.

According to the Commission's corporate electronic document management and archiving rules, documents to be registered are all documents, regardless of the medium, that:

- (a) are received or formally drawn up by a Commission department in the course of its activities;

and

- (b) are likely to require action, follow-up or a reply from the Commission or one or more of its departments;

or

involve the responsibility of the Commission or one or more of its departments;

and

- (c) contain important information which is not short-lived.

These rules on registration cover the documents mentioned by you (agendas, lists of meetings, minutes, list of participants, etc.). However, we have not, at corporate level, established a list of records to be created. This is without prejudice to the guidelines which each individual Commission service may wish to establish linked to their core business (as the example of DG CNECT illustrates).

As specified in Article 2(3) of Regulation 1049/2001, the right of access as defined in that regulation applies only to existing documents in the possession of the institution.

Given that no such document has been identified, the Commission is not in a position to handle your request.

In case you would disagree with the above assessment, you are entitled, in accordance with Article 7(2) of Regulation 1049/2001, to introduce a confirmatory application requesting the Commission to review this position.

Such a confirmatory application should be addressed within 15 working days upon receipt of this letter to the Secretary-General of the Commission at the following address:

European Commission
Secretary-General
Transparency unit SG-B4
BERL 5/288
B-1049 Bruxelles
or by e-mail to: sg-acc-doc@ec.europa.eu

Finally, please note that in line with Commission Decisions C(2014)9048 and C(2014)9051, since 1 December 2014, [Commissioners](#), their Cabinet members and [Directors-General](#) publish proactively information on meetings with interest representatives on their respective websites and under their own responsibility. Information on more than 11,000 such meetings has already been made available online.

Yours faithfully,

Pascal Leardini

